



MINISTRIES AND ADMINISTRATION BUILDING EVENT EXIT CHECKLIST

Event Name: _____

Date: _____

Instructions:

Please initial each item upon completion. *Please note that all items must be returned to their original condition after use. If items are not restored accordingly, the \$250.00 refundable deposit will be applied to cover any necessary repairs, replacement, or cleaning.*

Kitchen & Food Service

- _____ Food items removed, including all refrigerated and frozen items
- _____ Dishes rinsed thoroughly before loading into dishwasher
- _____ Dishwasher filter emptied and rinsed
- _____ Dishwasher emptied (if applicable)
- _____ Cookware and serving ware washed, dried, and returned to storage (*Please Do NOT leave items to air dry*)

Cleaning & Sanitation

- _____ Countertops, sinks, faucets, backsplashes, and worktables cleaned
- _____ Coffee station cleaned and sanitized
- _____ Coffee Urns cleaned and returned to coffee station
- _____ Tables and Buffet Area wiped clean

Trash & Laundry & Lines (if Applicable)

- _____ All trash bagged, tied, and taken to designated trash area outside
- _____ Dirty towels placed in designated laundry basket
- _____ All Linens spot treated and bags for laundry, clean linens folded and stored in plastic bin

Floors & Final Area Check

- _____ Kitchen and coffee station floors swept
- _____ Heating Cabinet turned and dial to OFF
- _____ All event items removed from the building
- _____ Lights turned off and equipment powered down
- _____ All Doors secured

Comments / Concerns:

Signature of Responsible Party: _____

Printed Name: _____ Date _____